

## CITY OF BALTIMORE

MARTIN O' MALLEY, Mayor



## BOARDS & COMMISSIONS

Charles L. Benton, Jr. Building  
417 E. Fayette Street, Room 601  
Baltimore, Maryland 21202  
(410) 396-6883

Dear Applicant:

Thank you for your interest in prequalifying with the **City of Baltimore**. Prequalification serves both the city, by insuring that it receives the best possible performance for its contract dollars, and you the contractor, by establishing to all City contract agencies your availability as a potential bidder or subcontractor.

For your convenience, complete year-end financial statements as prepared by an independent certified public accountant, should be submitted with the application. Audited or reviewed financial statements shall include a balance sheet, income statement, accountants report, related notes and any other financial data prepared by the accountant. Financial statements in any other form will be considered compiled, with prequalification ratings governed accordingly.

**Before submitting the application, please insure that you have:**

- Responded in detail to all questions on the Experience Statement.
- Submitted the appropriate Affirmative Action Materials. Contractors will not be recommended for prequalification unless they have an approved Affirmative Action package.
- Include a current list of equipment.
- Completed, notarized and sealed the appropriate affidavits on pages 7 through 10 of the Application Questionnaire.

If you have any questions regarding the application, please contact us at **(410) 396-6883**.

Firms interested in being considered for certification with the City of Baltimore as a Minority/Women's owned business should call the Minority and Women's Business Opportunity Office at **(410) 396-4355** or fill out the attached Minority/Women's Business Enterprise Ownership Questionnaire to receive an application. MBE/WBE Questionnaires should be mailed to:

**Minority/Women's Business Opportunity Office  
Room 101 – City Hall  
100 North Holliday Street  
Baltimore, Maryland 21202**

Sincerely,

Robert B. MacLeod, Chief

Enclosures

vw/affpreq.doc